

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 21-1012**



3 OCTOBER 2014

Maintenance

***FOREIGN OBJECT DAMAGE (FOD)
PREVENTION PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Jonathan M. Castellanos)

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This instruction assigns responsibilities and prescribes procedures for an effective FOD Prevention Program. All military, civilian, and contractor personnel assigned and/or attached to the 319th Air Base Wing (319 ABW) working in, on, around, or traveling through flightline areas or near aircraft, engines, and Aerospace Ground Equipment (AGE) will comply with FOD prevention measures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include new areas of responsibilities, FOD walk procedures, and updated tenant units.

1. Responsibilities

1.1. The 319th Operations Support Squadron Quality Assurance Evaluator (QAE) will be the (FOD) Monitor.

1.2. Every unit that performs operations on or around the flightline will designate a FOD Prevention Program Manager. Commanders will make appointments in writing and forward to the wing FOD Monitor.

1.3. **FOD Prevention Committee Meeting:** FOD prevention committee meetings will be conducted quarterly as long as the wing does not exceed the established preventable FOD rate. If the wing exceeds the FOD rate, meetings will be held monthly. The ABW/CV chairs the meeting (OSS/CC may chair the meeting in the ABW/CV's absence). At a minimum, group commanders, director(s), commanders of units with maintenance personnel, wing safety officer, civil engineering, airfield manager, transportation, and security forces will attend the meetings. All FOD Prevention Program Managers and maintenance supervisors will attend quarterly FOD/Dropped Object Prevention (DOP) briefings. The 319 ABW FOD prevention committee chairperson will incorporate tenant units in the host unit program. Tenant units should establish their own unit FOD committee, but will participate in the host program and comply with host program requirements.

1.3.1. FOD rates are computed by MDS as follows: Number of Preventable FODs (damage exceeding \$50K) ÷ Aircraft flying hours X 10,000 = FOD rate.

1.3.2. The preventable FOD rate for Mobility Air Forces (MAF) aircraft is 3.0 with a goal of FOD elimination for preventable mishaps.

1.4. All units' members are responsible for FOD control as it pertains to daily activities on or around the flightline IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*. Every individual will accomplish a thorough check at the completion of all maintenance activities while working around aircraft, engines, AGE, and associated work areas to remove potential FOD hazards. Maintenance production areas will have approved FOD containers readily accessible in the work place. Vehicles normally driven on the flightline will be equipped with secured and lidded FOD containers marked IAW AFI 21-101.

2. Procedures:

2.1. **FOD Walks:** FOD walks will be conducted weekly, usually on Friday, weather permitting, as determined by the wing FOD monitor. The aircraft parking ramp and associated work areas must remain clear of foreign objects and debris that could damage aircraft engines, tires, or other equipment.

2.1.1. In addition, transient alert and tenant units with flying missions will conduct FOD walks prior to recovery of aircraft, as well as Pre/Post launch FOD walks in the respective parking ramps.

2.1.1.1. Assigned FOD walk areas are shown on the map ([Attachment 3](#)) as follows:

2.1.1.2. 319 OSS Bravo ramp, and Charlie ramp spots 7-18.

2.1.1.3. 69 RG (ACC) 600 series hangars ramp area, Charlie ramp spots 1-6, 19-24 and spots 25-32.

2.1.1.4. 119 AW (ANG) 3-bay hangar ramp area.

2.1.2. Units with facilities in close proximity to the flightline will perform weekly FOD walks around those flightline structures and associated work areas.

2.1.3. 319 OSS/QAE or work center supervisors (other units) will supervise the FOD walk and scan the areas after completion to determine if another FOD walk is necessary.

2.1.4. To augment the effectiveness of FOD walks when paved flightline surfaces are free of snow and ice, the tow-behind “FOD Boss” unit will be utilized on FOD walk responsibility areas. 319 OSS personnel will perform a “FOD Boss” sweep of the OSS areas once a month. 69 RG personnel will perform a “FOD Boss” sweep of their areas of responsibility once a month.

2.1.5. 319 OSS AGE will store and maintain one “FOD Boss” as part of their Consolidated Tool Kit (CTK). “FOD Boss” units will be issued just as any other piece of equipment and marked IAW AFI 21-101. CTK sections will perform periodic inspections IAW TO 1-1A-15.

2.1.6. 69 RG will store and maintain one “FOD Boss” as part of their Consolidated Tool Kit (CTK). “FOD Boss” units will be issued just as any other piece of equipment and marked IAW AFI 21-101. CTK sections will perform periodic inspections IAW TO 1-1A-15.

2.1.7. 319 OSS/QAE may use the “golden bolt,” placed in a FOD walk area as an incentive to members participating in weekly FOD walks. The member who finds the “golden bolt” will receive a 1-day pass. Significant contributions to the “golden bolt” program will be recognized at the quarterly FOD prevention meeting. Every base organization is encouraged to participate in weekly FOD walks. Units not assigned a specific FOD walk area of responsibility by this instruction may coordinate participation through 319 OSS/QAE not later than close of business the Wednesday prior.

2.1.8. Vehicle operators will stop and perform a visual FOD inspection on all equipment and tires prior to entering the flightline areas. In addition, tire checks are required whenever vehicles leave the paved or unimproved surfaces. Vehicle operators are required to stop and check tires for foreign objects prior to returning to the aircraft movement area to include runway, taxiways, and aprons IAW GFAFBI 13-213, *Airfield Driving*. Roll-over FOD checks will be accomplished by checking all exposed surfaces of the tires then proceeding forward to allow a check of that portion of the tire which was unexposed.

2.1.9. Vehicle operators are responsible for picking up FOD wherever found. FOD clean-up requiring sweeper support will be reported to Airfield Management immediately.

2.2. Restricted area badges will be secured with a subdued nylon/cotton cord or plastic armband. Metal insignia/badges will not be worn on the flightline. Hats/berets will not be worn on the flightline within the vicinity of operating jet engines. **Exception:** Headgear/clothing authorized for extreme cold weather protection may be worn; however, make every effort to prevent such headgear from coming loose during duty performance. Special attention to the FOD potential and safety of personnel will be the prime considerations when determining extreme cold weather clothing authorizations.

2.3. Personal tools are not authorized on the flightline or any maintenance area.

2.3.1. Aircrew members must account for all equipment and personal items after flight. Any item lost in flight will be documented on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, and reported IAW GFAFBI 21-2, *CTK and Equipment Management*.

2.3.2. Every individual with access to the aircraft is responsible for the prevention and elimination of FOD hazards at aircraft flight stations and on the aircraft flight deck prior to flight.

2.3.3. 319 OSS/QAE will perform periodic checks of all areas to ensure compliance with this instruction. Unsatisfactory results will be routed through the respective unit(s).

2.4. FOD reporting: In the event of a suspected or confirmed FOD incident, report IAW the following procedures:

2.4.1. Person discovering the damage will:

2.4.1.1. Notify Base Ops immediately upon discovery.

2.4.1.2. Assist the 319 OSS/QAE with completing items 1 through 13 of [Attachment 2](#) immediately.

2.4.2. Aircrews will complete applicable forms for unusual occurrences and bird strikes that occur in flight.

2.4.2.1. Transient Alert will forward forms pertaining to transient aircraft to 319 ABW/SEF, 319 OSS/QAE, and Base Operations.

2.4.2.2. Tenant unit FOD monitors will provide a copy of all applicable forms and FOD report to the 319 OSS/QAE.

2.4.3. Upon notification of a FOD incident, Base Operations will:

2.4.3.1. Notify the 319 OSS/CC with all available information.

2.4.3.2. Notify 319 OSS/QAE and 319 ABW/SEF of aircraft tail number, parking location, time of discovery, and give brief description of damage resulting from FOD incident.

2.4.3.3. Notify tenant units if incident involves their aircraft.

2.4.3.4. Notify Airfield Management with all available information of FOD incident and request a FOD check of the airfield and report findings.

2.4.4. **The Wing FOD Monitor (OSS/QAE) will:**

2.4.4.1. Conduct an investigation IAW AFI 91-204, *Safety Investigations and Reports* and AFI 21-101 to determine if the incident is a preventable FOD incident and chargeable to the wing FOD rate. The results of the investigation will be briefed to the 319 OSS/CC.

2.4.4.2. Report the incident to appropriate AMC FOD monitor as soon as reportable damage is known but no later than 24 hours after occurrence.

2.4.4.3. FOD monitor will provide standby contact information to CP for after-hour incidents.

2.5. **Transient Alert (TA).** Prior to aircraft arrival and before and after departure, TA will conduct visual inspection of the respective parking ramp. TA will pick up any potential FOD or will coordinate a sweeper vehicle through Base Operations or Airfield Management.

2.6. **Tenant Units**

2.6.1. Tenant units should establish their own unit FOD committee, but will still participate in the host program and comply with host program requirements.

2.6.2. In the event of a suspected or confirmed FOD incident, report IAW tenant unit procedures and this instruction.

2.6.3. Provide a copy of FOD report and investigation findings to the 319 OSS/QAE.

PAUL E. BAUMAN, Colonel, USAF
Commander, 319th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms and Adopted Forms

Prescribed Forms: There are no forms prescribed for this publication.

Adopted Forms: AFTO Form 781A, *Maintenance Discrepancy and Work Document*; AMC Form 97, *AMC Unusual Occurrence/Bird Strike Worksheet*; and Initial FOD Report; AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

AF—Air Force

ACC—Air Combat Command

AFB—Air Force Base

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

CTK—Consolidated Tool Kit

DOP—Dropped Object Prevention

FOD—Foreign Object Damage

GFAFBI—Grand Forks Air Force Base Instruction

IAW—In Accordance With

IMT—Information Management Tool

MOCC—Maintenance Operations Control Center

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 2

INITIAL FOD REPORT

INITIAL FOD REPORT

1. DATE/TIME OF INCIDENT: _____
2. OWNING BASE(S) AND UNIT: _____
3. MDS: _____
4. TAIL NUMBER: _____
5. WORK UNIT CODE: _____
6. ITEM/NOUN/DESCRIPTION OF DAMAGE: _____

7. MOST LIKELY CAUSE OF FAILURE: PERSONNEL/MATERIEL
8. ENGINE POSITION/MODEL AND SERIAL NUMBER: _____
9. AIRCRAFT TIME: _____
10. HOURS SINCE ISO: _____
11. LAST MAINTENANCE IN AREA: _____
12. OTHER PERTINENT INFORMATION: _____

13. REPAIR COST OF DAMAGE: _____

Processing FOD Report

Make three copies of each report and distribute them as follows:

- 1 Copy to the FOD Monitor, 319 OSS/QAE (7-6315/Fax 7-6304)
- 1 Copy to the Base Ops (7-6711/Fax 7-6804)
- 1 Copy to Wing Safety (7-4114/Fax 7-3372)

Attachment 3

FOD WALK RESPONSIBILITY AREAS

Figure A3.1. FOD Walk Responsibility Areas

